



## Register a Card Terminal



### Application Tip

The **Card Administrator (CA)** is authorized to configure a card terminal. The **Check Capture Administrator (CCA)** and **Check Capture Supervisor (CCS)** are authorized to register/configure a check capture terminal.



### Application Tip

Before registering/configuring the card terminal, start the OLB application and ensure the following steps have been completed in this order.

- The OLB application is downloaded and installed on the workstation, by the **CA** or the **CCA**
- The OLB certificate is installed on the workstation (for OLB versions 1.2.0 and older)
- Each user has created an OLB profile, ensuring that the OLB credential file was not renamed (the file name remained the same as it was generated)
- Each user imported his/her OLB credentials to the workstation

If the OLB is not started, you will not be able to pair the card terminal with OTCnet. For more details, refer to the *Administration Chapter 2: Accessing and Navigating OTCnet* user guide for more information.

After the OLB is started, ensure the following:

- The card terminal must be ethernet connected to the Internet/network and ready for pairing with the OTCnet server
- The **CA** use either a “Static” (Fixed IP) or “DHCP” on the card terminal screen

For step-by-step instructions, refer to *Topic 6: Download the OTCnet Local Bridge (OLB) Application, Install the OTCnet Local Bridge (OLB) Certificate, Install the OTCnet Local Bridge (OLB) Application, Topic 7: Create the OTCnet Local Bridge (OLB) Profile, and Topic 8: Import OTCnet Local Bridge (OLB) Credentials*, in this user guide.

To register/configure a card terminal, complete the following steps:

1. Click the **Administration** tab.
2. Select **Manage Card Processing>Card Terminal Configuration** and select **Modify**.



#### Application Tip

If you are configuring a card terminal and you have not started the OTCnet Local Bridge (OLB) application, you receive the following message: *“Card terminal detection failed. Ensure that the OLB application is running.”*

Refer to the Administration Chapter 2: Accessing and Navigating OTCnet User Guide, Start and Stop the OTCnet Local Bridge (OLB) Application printable job aid for step-by-step instructions on starting the OLB application.

3. The Step 1 of 3: Select OTC Endpoint page appears. Select the OTC Endpoint. Click **Add**. The Endpoint appears under **Configured OTC Endpoint**. Click **Next**.
4. The Step 2 of 3: Card Terminal Registration page appears. Enter **Card Terminal Internet Protocol (IP) Address**.



#### Application Tip

Internet Protocol (IP) Address is a unique number or address that computing devices (e.g., laptops, tablets, mobile phones, etc.) connected to a computer network, use to identify themselves and communicate with other devices in an IP-based network (e.g., the Internet).

5. Click **Register**. The system searches for the pairing pin. A pairing pin displays.



#### Application Tip

A pairing pin is a unique eight-character OTCnet-generated number used to pair OTCnet and the card terminal. **Note:** It may take 15-20 seconds to receive a pairing pin. The number is entered the card terminal.

6. Enter the Pairing Pin on the card terminal. Press the **green button**. The green button indicates “OK” on the card terminal. The system compares Merchant IDs.



#### Application Tip

A **Merchant ID** is a unique designator assigned by Worldpay to reflect the processing location. Each agency has several Merchant IDs under a single **Chain Code**, to distinguish which agency location processed card transactions. The **Merchant ID** is entered at the lower-level endpoint in OTCnet.

7. The “*Registration Successful!*” message appears. Click **Next**.
8. The “*Connection successful!*” message appears. Click **Next**.
9. The *Step 3 of 3: Review the Terminal Configuration* page appears. Click **Submit**.



#### Application Tip

The page loads and the system verifies the OLB connection. Once the OLB connection is established, the system verifies configuration. When the configuration is retrieved, view the current information; **Card Terminal Serial Number**, **Host Name**, and **IP Address** of the configured card terminal. **Card Terminal Serial Number** is automatically populated in OTCnet, from the card terminal, after the card terminal registration is complete.



#### Application Tip

Click the **Edit** hyperlink if you need to modify the information entered.  
Click the **Unregister** hyperlink if you want to unregister the terminal.

10. The *Confirmation* page appears. View the card terminal configurations, which are automatically populated.



#### Application Tip

Additional button on the page that helps you perform other tasks:

- Click **Return Home** to return to the OTCnet Home Page.